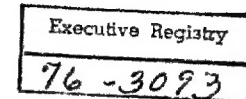



30 JUL 1976









MEMORANDUM FOR: Director of Personnel

THROUGH : DD/Pers/Plans and Control

FROM : 
Acting Chief, Position Management and
Compensation Division

SUBJECT : Establishment of Two Special Assistant Positions
in the Office of the DDCI

1. The Deputy Director of Central Intelligence has instructed that two special assistant positions be established in the Office of the DDCI to be incumbered by  GS-16, and  GS-14. Mr. Knoche advised the Chief, PMCD that appropriate grade level determinations would be the responsibility of the Office of Personnel.

2. As briefly outlined by Mr. Knoche,  will provide substantive intelligence support to the DDCI and  will assist in the consideration of Agency plans, projects and programs. Additional, more specific job information is not available to permit more than approximate evaluations at this time. PMCD, therefore, recommends that initial establishment of  position be at the GS-16 level based on the assumption that the position will be similar in nature to the former Special Assistant to the DDCI, formerly allocated at the GS-16 level. PMCD recommends the initial establishment of  position at the GS-15 level, assuming that this function is similar to other Agency positions involved in substantive review of projects and programs.

3. These actions are considered preliminary in order to establish expeditiously the two positions on the Office of the Director's Staffing Complement. Both positions should be reviewed in detail when specific duties and responsibilities can be properly defined in order to confirm the appropriate grade level.



EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	S/MC				
5	DDS&T				
6	DDI				
7	DDA				
8	DDO				
9	D/DCI/NIO				
10	GC				
11	LC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI		✓		
19	C/IPS				
20					
21					
22					
		SUSPENSE _____ Date			

Remarks:

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP				Executive Registry	
				76-3093/1	
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Acting Deputy Director for	3 AUG 1976	L		
2	Administration 7D 26, Headquarters				
3					
4					
5	Deputy Director of Central				
6	Intelligence 7E 12, Headquarters				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>I propose to go as suggested by PMCD, emphasizing the preliminary nature of the decision as noted in paragraph 3.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Director of Personnel					3 AUG 1976
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 1-67

237

Use previous editions

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Acting Chief, Position Management &
Classification Division

EXTENSION

NO.

DATE

30 July 1976

25X1A

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DD P & C
626 C of C

✓ [redacted] reviewed in STATINTL

2.

3. D/Pers
5E58, Headquarters

4.

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